



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Office of Planning and Budget General Government Division Room 613 270 Washington Street SW Atlanta, Georgia 30334	Application Number <b>80-261</b>	
Application Number		Date Received APR - 9 1980	Date Completed APR 28 1980
2. Person to Contact Winford Poitevint		Working Title Director	Telephone Number 656-4311
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____ to date		5. Records Series Title (followed by title used in office; if different) STATE AGENCY SUPPLEMENTARY BUDGET WORKING PAPERS FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  Headed by a Director, the General Government and Protection of Persons and Property Division performs all functions relating to budget analysis and policy planning for State agencies responsible for administering State laws relating to protection of persons and property and for delivering services relating to general government activities. These agencies are the Departments of Administrative Services, Agriculture, Defense, Banking & Finance, Law, Offender Rehabilitation, Public Safety, Revenue; the Correctional Industries Administration, the State Merit System of Personnel Administration, the Georgia Building Authority, the Employees' and Teachers' Retirement Systems, the Finance and Investment Commission, the State Crime Commission, the Georgia Bureau of Investigation, the Offices of the Comptroller General and the Secretary of State, the State Board of Pardons and Paroles, and the Executive Department. In addition to			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: requesting, justifying, and evaluating requests and justifications for supplemental funding for current fiscal year.  Included are: memo's requesting supplemental funding for current fiscal year; justifications; Division work papers.          File is arranged: chronologically by fiscal year; thereunder alphabetically by State agency.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? portions in each State agency; Legislative Budget Office
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 1 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Winford Portevint	4-8-80	J. W. Braselton (RMT)	4/8/80
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	7-28-80
		Secretary of State/Designee	4-14-1980
		Attorney General/Designee	7/28/80